

POLICY:

The Employee Education Reimbursement Program is intended to provide financial assistance to eligible employees who wish to take approved courses directly related to their current job.

The program shall be administered in accordance with the following requirements:

1. Only regular, County employees with a minimum of one year of continuous, satisfactory County service are eligible to apply. All eligible employees will be given fair and equitable consideration without regard to race, color, religion, sex, national origin, age or handicap status.
2. Participation by the employee will be on a voluntary basis and the time spent in attending classes is not allowed to count as hours worked for compensation purposes.
3. The course of study or curriculum must be directly related to the employee's current job and cannot be used as a preparatory step for other positions. The employee's department director will attest on the reimbursement application that the course requested for consideration by the employee is job related.
4. Except in special circumstances, all approved courses shall be at the post high school level.
5. The number and type of courses taken are limited by the funds budgeted each fiscal year for employee training and development. Eligible employees may be reimbursed for 50% of the total per course cost not to exceed \$150.00 per course. The maximum amount an employee may receive per year is limited to \$300.00.
6. Application for reimbursement must be submitted by the employee prior to enrollment in the course. The form for participation in the Educational Reimbursement Program may be obtained from the Human Resources Office and should be submitted to the Human Resources Director for approval at least thirty (30) days or as early as possible prior to the beginning date of the course.

7. In order to receive financial assistance, successful completion of the course with a grade of "C" (2.0) or better, or a rating of "satisfactory", is required. Upon completion of the approved course, a copy of the final grade report and receipts for tuition and any other reimbursable expenses incurred must be forwarded to the Human Resources Office. When grades are not given, a certified record indicating satisfactory completion shall be acceptable.

8. Prior to reimbursing the employee, the County may require the employee to agree to one or both of the following:
 - a. That the County receive maximum benefit of the training it has paid for by the employee agreeing in writing to remain in the employ of the County for an appropriate determined length of time after the course or curriculum is completed, or,

 - b. That, in the event the employee voluntarily separates from the County for any reason other than death or disability, he/she shall reimburse the County for educational expenses received through a pre-arranged pro rata basis.

FOOTNOTES & REFERENCES RELATED TO AR's: Supercedes: AR 7 07 dated January 7, 1992